

Mohamed A. Elbolkini

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Construction Project Manager

- Results oriented and hands on construction and development Professional with more than 19 years of expertise in all facets of construction industry. Proven track record for the successful completion of multimillion-dollar projects including multi- storied Commercial, Residential, Educational, high rise and industrial buildings comprising structural steel, in addition to infrastructure works such as sewage treatment plants, roads, irrigation schemes, I have good knowledge of FIDIC conditions of contracts, construction management and structural design.

Skills

- Leadership & Team Building.
- Permits & building codes.
- Construction Planning & scheduling.
- Value Engineering.
- Budget Analysis & Cost Control.
- Stakeholders Management.
- Project Risk Management
- Earned Value Management.
- Project Coordination.
- Project Quality Management.
- Workplace Safety & Compliance.
- Organization & Time Management.
- Problem Analysis& Decision Making
- Vendor & Materials Management.
- Construction Bidding& Tendering.
- Contracts Management.
- Change Management.
- Project Control.

Professional Experience

Achievements:

Used expert knowledge of projects construction management to deliver projects with outstanding Cost And schedule Performance Indexes, this resulted in Completion of below mentioned projects:

Project name	Description	Project Value	Owner	Consultant	Role in Company
Diversified high standards residential private villas	Construction and Rehabilitation works of high standards residential private villas for UAE Nationals	42M AED	National housing program	First Gulf Bank registered Consultants	Construction project Manager in M.A.E LLC
Motor world	Construction of (16) steel structure buildings for 118 cars show rooms, the estimated total built up area is (40,000m2).	172 M AED	Aldar Proprieties P.J.S.C	RMJM Architecture& Master Planning Middle East.	Construction Manager in Amana LLC

ADNOC Institute students' Hostels	"EPC/Turnkey" Project includes the construction of two main accommodation blocks in addition to the amenities and ancillary buildings	110 M AED	Abu Dhabi National Oil Company (ADNOC)	Hill International Overseas.	Construction Manager in Amana LLC
Takreer Research center	"EPC/Turnkey" Project includes the construction of Takreer Research main building and the ancillary buildings, the total estimated built up area (7000 m2)	80 M AED	Abu Dhabi National Oil Company (ADNOC)	Hill International Overseas	Construction Manager in Amana LLC
ADNOC Technical Institute	"EPC/Turnkey" project which constitutes the construction of facilities for the ATI includes an Administration, foundation, engineering and operation buildings in addition to the workshop and ancillary buildings; Sewage treatment plant.	75 M AED	Abu Dhabi National Oil Company (ADNOC)	Hill International Overseas	Construction Manager in Amana LLC
The Petroleum Institute Female Educational Facilities	"EPC/Turnkey" project which encompass administrative, educational and recreational buildings in addition to catering facilities , the project constituted the construction of three main parts the central part consists of three floors and the side parts consists of four floors, the estimated total built up area of the project is (18,815 m2).	188 M AED	Abu Dhabi National Oil Company (ADNOC)	Hill International Overseas	Project Engineer in Amana LLC
The petroleum Institute Support facilities	"EPC/Turnkey" project constitutes the construction of support facilities for the petroleum institute includes two sports halls in addition to the ancillary buildings.	45 M AED	Abu Dhabi National Oil Company (ADNOC)	Hill International Overseas	Project Engineer in Amana LLC

- **M.A.E, GENERAL CONTRACTING LLC, Abu Dhabi, UAE.**
Construction Project Manager, Jan 2011 to Present.

Responsibilities:

- *Lead technical, administrative, contractual, and financial Aspects of the project.*
- *Issues project related correspondence, Ensure proper Communication.*

- *Overview & approve site installation layout, plan installation, order necessary equipment & material; carry out formal requests & coordination with authorities and utilities, monitor installation.*
- *Prepares guidelines of Schedule preparation, resource loadings limits, and specify reports to be issued; overview & supervise coordination of sequence of trades; Verify needed resources & ensure availability/alternatives and Analyze reasons of delays -if Any- and approve / initiate recovery measures.*
- *Review and package inter-related drawings & Specifications and instruct distribution, Request & follow up modifications to drawings as necessary and ensure excellent execution of construction activities on time, within project budget, and according to project specification.*
- *Review and implement HSE procedures and monitor safety reports.*
- *Review cost reports, work out plans to reduce or minimize cost, Introduce, implement & monitor cost saving procedures & techniques.*
- *Define Strategy and implement guidelines, review and approve trades method statement. Leads, organizes and closely supervises project execution.*
- *Review contracts and check that contractual documents (bonds, insurance, etc.) are satisfied, initiate legal action if required, manage claims and variation orders.*
- *Review Payment Certificates quantities & amounts of work in progress, Assess and approve debit and credit notes and thoroughly review application prior to submittal, discusses and follow up with client for Approval of PC.*

AMANA GENERAL CONTRACTING AND STEEL BUILDINGS COMPANY LLC, Abu Dhabi, UAE.

Construction Manager, Jan 2007 to Jan 2011.

Project Engineer, June 2005 to Jan 2007.

Responsibilities:

As a Construction Manager:

- *Define and establish detailed project execution phases and sequencing of activities.*
- *Maintenance of construction schedules and various resource requirements to meet the required progress and production requirements.*
- *Review short term weekly / bi-weekly and daily production programs and review progress on daily basis.*
- *Coordinates daily activities with the Consultant, Engineers, subcontractors, drawing office for shop drawings, Material Submittals and ensure the receipt of approvals, effective interfaces, and progress, etc.*

- *Coordinate with Planning and Procurement to schedule materials delivery on time.*
- *Coordination of Subcontractors work, perform regular technical and progress / productivity meetings on site.*
- *Monitor site activities to ensure quality of works in compliance Project Quality Plan.*

As a Project Engineer:

- *Review requirements of the specification and relevant standards and ensure understandings and compliance of work done with the specified requirements of the specification and drawings.*
- *Coordinate with survey team and prepare work schedule as per construction Schedule and collaborate with suppliers and concrete team to ensure compliance with project drawings and specifications.*
- *Administer all operations for subcontractor - Overall, supervision and coordination of General Foreman and Site Engineers areas of responsibilities and allocation of work areas. Follow-up to ensure execution of work is carried out in accordance with approved method statements.*
- *Document all civil field activities and Monitor and implement all safety programs for projects for assign areas.*
- *Perform regular inspections to check quality and progress of all activities.*

• ***GENERAL AUTHORITY OF EDUCATIONAL BUILDINGS Cairo, Egypt.***

Civil Engineer , May 2002 to June 2005

Responsibilities :

- Prepare Early Stage bills of quantities.
- Review material technical specifications to ensure compliance with the approved standards and requirements.
- Ensure effective deployment of resources; follow up on project work progress, updates schedules accordingly.
- Perform field Inspections to ensure technical compliance with approved drawings, specification and designated codes and standards.
- Oversee design and construction aspects of assigned civil projects.
- Handle and manage asset management services.
- Provide risk- based technical assessments

Projects executed:

- Ministry Of Education – New Premises
Administrative building {2B+G+8}
Project Value: EGP 85 M.
- Amon Language School
Administrative building, (36) student classrooms, four labs, auditorium, two lecture halls.
Project Value: EGP 16 M.
- King Fahd Educational Campus
Student center, three gymnasiums, Library in addition to ancillary buildings, Encompassing associated Roads, parking, and Hard& soft Landscaping for a total Area of 12600 m2
Project Value: EGP 38M.

- ***Entra Group {Construction & Investments} LLc, Cairo, Egypt.***
Site Engineer, NOV 2000 to April 2002.

Responsibilities:

- *Preparing Look- Ahead schedules and daily reports.*
- Optimizing the allocated manpower, material and equipment.
- Monitoring all site activities they were being carried out as per approved method statements and in compliance with the project time schedule and according to safety measures.
- Issuing inspection requests, handing over completed works and updating payments.

Projects executed:

- Horizon Residence-Heliopolis
A high standards Residential building {G+7}
Project Value: EGP 8M
- Arabella complex
Commercial mall {G+2}, 114 Shops, 6 restaurants and 8 coffee shops
Project value 16 M

EDUCATION

Degree: *Bachelor's of science in civil Engineering,2000
Faculty Of Engineering, Alexandria University.*

**Postgraduate
Courses:**

- *Contracts Management training course* *August,2005*
- *Professional Project Management* *September,2007*
- *Environmental Management System internal Auditor* *March,2008*

Computer Skills :

AutoCAD – Primavera – Microsoft Office (Word – Excel – power point)

Language:

Arabic "Mother Tongue", English "Very good Command"

Personal Data

Date of Birth: 26th October 1977.

Nationality: Egyptian.

Marital Status: Single.

- **References and further information will be provided upon request.**